

LVOC PROGRAM COMMITTEE WORK PLAN – 2008/9

Goal 1: Increase the number of students entering and continuing in LVOC programs

<i>Sub-goals:</i>	Activity	RI	Target date(s)	
1) Increase sources of student recruitment a) Expand and improve relationships with other human service agencies b) Increase number of and opportunities for student speakers on behalf of LVOC	Fill Americorp-Vista student/tutor outreach position	Jane	End of October	
	Collaborate w/literacy coalition	Jane	Ongoing	
	Meet w/rural migrant ministry	Jane	By mid-November	
	Brainstorm additional student speaker opportunities	ProgComm	TBD	
	Develop set of student writings on value/use of LVOC to them	Paula	TBD	
	Coordinate w/PR Comm on promotional video	Jane, w/ProgComm as needed	TBD	
2) Gather student input on increasing program awareness, support and satisfaction a) Conduct student survey (in conjunction with TABE post-testing) b) Expand (as needed) mechanisms for feedback within instruction & outreach	Conduct student survey	ProgComm	Develop by mid-Nov; results by end of January	
	Review current feedback mechanisms; identify desirable additions	ProgComm w/data from Paula	TBD	

3) Develop student incentives a) Continue to offer and improve on annual picnic & recognition event	Analyze attendance (#s) and motivation (survey and tutor input) in order to determine any changes for this year	ProgComm w/data from Paula	By end of Oct for holiday social; by end of May for annual picnic	
b) Increase student involvement & sense of ownership in overall LVOC program	Research student involvement at other orgs; include targeted question(s) in student survey; brainstorm ideas to determine next steps.	ProgComm	By end of March	
c) Continue to provide & assess bi-monthly outreach to students from LVOC program staff	Examine current outreach activities (staff and other) to ensure data is useful & used	ProgComm w/data from Jane & Paula	TBD	

Goal 2: Increase the number of tutors entering and continuing in LVOC programs

<i>Sub-goals:</i>	Activity	RI	Target date(s)	
1. Increase sources of tutor recruitment a) Expand and improve relationships with other human service agencies b) Increase number of and opportunities for tutor speakers on behalf of LVOC	Complete (already begun) county-wide list of civic orgs to see where else we can speak and recruit.	Gloria, now with help from ProgComm	By early Nov	
	Develop list of willing tutors to be part of a "Speakers Bureau" and suggested mechanisms to gather feedback on effectiveness of presentation(s).	TBD	TBD	
2. Gather tutor input on increasing program awareness, support and satisfaction a) Address input from May 2008 tutor survey & plan schedule for future surveys b) Expand (as needed) mechanisms for feedback within reporting and outreach	Address input from 2008 survey as documented in 2008 ProgComm meeting agendas	ProgComm	Actions taken or incorporated into 2009 work plan by mid-Oct	COMPLETE
	Conduct 2009 tutor survey	ProgComm	Develop by mid-Mar; results by end of May	
	Review current feedback mechanisms; identify desirable additions	ProgComm w/data from Paula	TBD	
3. Continue development of tutor incentives and support a) Continue to offer and improve on annual picnic & recognition event b) Continue bi-monthly outreach to tutors from LVOC program staff c) Continue to offer and improve on options for	Analyze attendance (#s) and motivation in order to determine any changes for this year	ProgComm w/data from Paula	By end of Oct for holiday social; by end of May for annual picnic	
	Examine current outreach activities (staff and other) to ensure data is useful & used	ProgComm w/data from Jane & Paula	TBD	
	Continue in-service program at rate of two per year– Oct 15 [resources], plan for Spring	Jane & Paula w/ProgComm as needed	Underway: Oct 15 on Resources; Spring TBD	

ongoing training (e.g. in-service) d) Increase options for peer-to-peer interaction and support e) Research new incentives (i.e., coffee coupons, etc.) f) Develop Tutor Handbook (tutor-relevant resources, policies & procedures)	Revisit Verizon online literacy institute to assess courses of specific value and relevance for LVOC tutors.	ProgComm	Including in Oct in-service; closer review TBD	
	Trial and assess periodic round-table events for tutor peer-to-peer interaction & support.	TBD	TBD but ideally would like first one by/in Nov	
	Brainstorm first draft list of incentive/recognition ideas for input by others (e.g. Board)	ProgComm	TBD	
	Tutor Handbook, version 1	TBD	By end of June	.
	Resource enhancement	TBD	TBD	
	Extended access hours to tutor resources and computer lab	TBD	TBD	

Goal 3: Continue to assess and improve quality and relevance of LVOC instruction

Sub-goals:

	Activity	RI	Target date(s)	
1. Develop and document consistent requirements for tutor trainer certification and re-certification	Finalize tutor trainer certification requirements – new and renewal	ProgComm	By end of Oct	
2. Research need and feasibility to offer training in addition to basic literacy	Plan for addition of ESL and small group training skills to LVOC tutor trainer capabilities.	ProgComm	By end of Oct	
<ul style="list-style-type: none"> a) Workplace literacy b) English as a Second Language (ESL) c) Basic employment (e.g., retail) skills training d) Special topics workshops: financial, health, home safety, etc. 	Determine need & feasibility for new training foci: workplace, basic employment, special topics/skills, other?	Board	By end of Jan	

Goal 4: Coordinate with other LVOC areas to increase efficiency and effectiveness

<i>Sub-goals:</i>	Activity	RI	Target date(s)	
1. Designate Program Committee lead to review regular communications from other committees and highlight potential points for collaborative discussion.	Establish regular liaison to other Committee status and news	Jane	By end of Sept	COMPLETE (Committees are currently uneven in terms of how they meet and report but Jane attends all of them and so can coordinate as needed.)
2. Coordinate with Community Relations Committee on PR activities and publications with potential impact on student or tutor recruitment or retention.	LVOC promotional video	TBD	TBD	
3. Coordinate with Funding Development Committee on existing or future sources of support specific to student or tutor involvement.	Determine how events planned for this year might be leveraged to meet ProgComm goals and coordinate to implement as applicable	ProgComm	In time for each event. (See event schedule in #5 of this table)	
4. Coordinate with Technology Committee to integrate relevant resources (e.g. Computer Lab and processes (e.g. AUP) into student and tutor activities.	Installation of software already acquired by LVOC for use in local libraries.	TBD	TBD	
	Assess how we can leverage interactive online technologies (blogging, Facebook...) to meet Prog Comm goals.	TBD	TBD	
5. Participate actively in LVOC events to raise community awareness and support.	For this year, includes: Annual breakfast – Dec 5 Holiday Social – Dec 9 Scrabble Fest – April 24 Recognition Picnic – July 8 Golf Tournament – Aug 17 Feed-the-Need-to-Read – Sept?	ProgComm	As needed and according to event schedule	

6. Assist as appropriate with the formation of a county-wide Literacy Coalition.	Follow status through Jane & engage on her say-so	ProgComm	TBD	
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